



Physician Scheduling Platform

# Adding Jobs



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## Overview

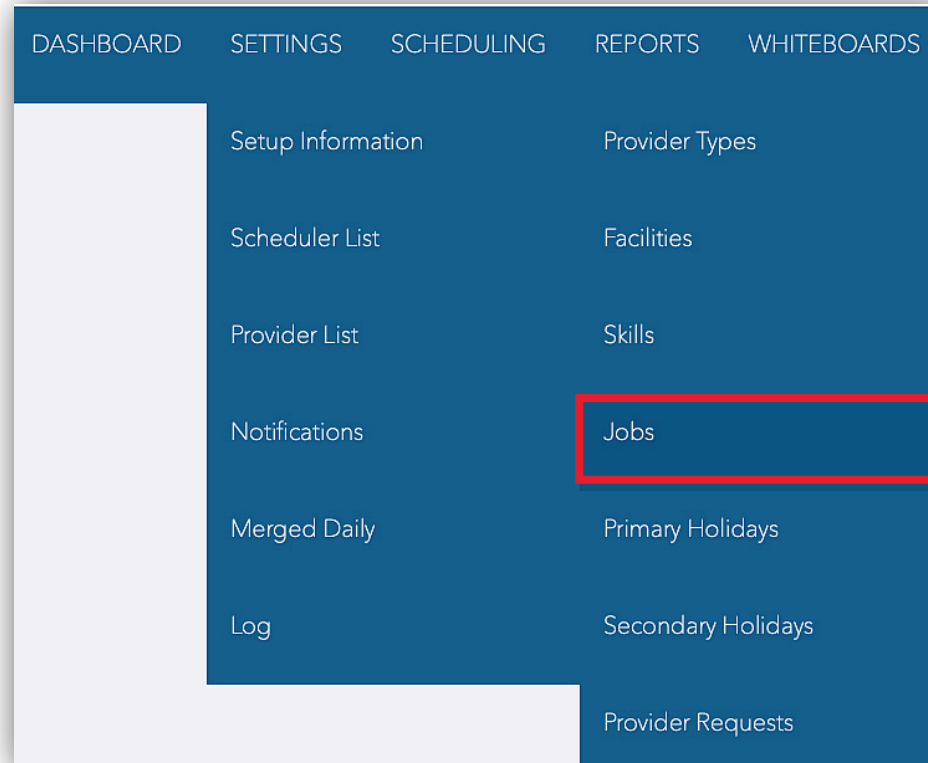
Jobs are the assignments providers are given.

To add or edit a Job, go to:

Settings > Setup Information > Jobs

**NOTE:** Deleting a job removes all history for that job. As a best practice, make a backup or PDF your schedule history prior to contacting support.

To delete a job, please reach out to: [prosupport@tigerconnect.com](mailto:prosupport@tigerconnect.com) or call 877.435.8826.



## Adding a Job

Click **Add a Job** at the upper right corner of **CallJobs** or **WorkJobs** section, name the new job, give it an abbreviation, and a priority number to indicate the order you want the jobs viewed on your calendar. When deciding where to create Jobs, use **CallJobs** or **WorkJobs** to categorize assignments as needed, however it is not necessary to use both. **Jobs can be moved to a different section by going back and Editing the Job.** If you are creating a **ResidentJob** that will be linked to a rotation, see the next section labeled **Adding a Resident Job**.

Click **Save and Next** to move to the next screen. Clicking **Save** will finalize your selections and exit Job setup.

The screenshot shows the 'CallJobs' section of a software interface. At the top right, there is a button labeled 'Add a Job' which is highlighted with a red box. Below this is a table with the following columns: Name, Abbrev, Priority, Start, End, and Tigerconnect Role. The table contains four rows of job data. To the right of the table, a modal window titled 'Add Call Job > Properties' is open. This modal contains input fields for Name (AM Clinic 1), Abbreviation (AMClin1), and Priority (5). It also has checkboxes for 'Show Empty Assignments' and 'Tigerconnect Integration', both of which are currently unchecked. At the bottom right of the modal are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND NEXT'.

Name	Abbrev	Priority	Start	End	Tigerconnect Role
Anesthesiologist On Call AM	ANESOnCallAM	1	06:00 am	06:00 pm	Anesthesiologist (Anesthesia)
Anesthesiologist On Call PM	ANESOnCallPM	3	06:00 pm	06:00 am	Anesthesiologist (Anesthesia)
Nurse Anesthetist AM	NURSE-ANESam	5	06:00 am	06:00 pm	Nurse Anesthetist (Anesthesia)
Nurse Anesthetist PM	NURSE-ANESpm	7	06:00 pm	06:00 am	Nurse Anesthetist (Anesthesia)

**Add Call Job > Properties**  
  
\* Name: AM Clinic 1  
\* Abbreviation: AMClin1  
\* Priority: 5  
Show Empty Assignments: ☐  
Tigerconnect Integration: ☐  
  
CANCEL SAVE SAVE AND NEXT

**Tips:** When naming Jobs, each should have a unique name and abbreviation (ex: Anesthesiologist On Call AM/ANESOnCallAM, Anesthesiologist On Call PM/ANESOnCallPM). When assigning priority numbers, it is recommended you give space between priority numbers to allow for future maneuverability for job priorities (ex: assign as 1, 4, 7, 10).

## Days to Assign

You can now set start and end times by day of the week. Use the Clock icon to set the Job's start and end times. After clicking the Check icon, the time fields will be available to edit. You can set times by day of the week, entering default times in the first row and adjusting them for specific days below. Uncheck the green checkbox for days when the Job is unavailable.

\* Default Job Time

Start Time

08:00 am

End Time

08:00 pm

\* Days to Assign

Sunday	5.0C	Points	08:00 am	to	08:00 pm	✓
Monday	2.0C	Points	08:00 am	to	08:00 pm	✓
Tuesday	2.0C	Points	08:00 am	to	08:00 pm	✓
Wednesday	3.0C	Points	08:00 am	to	08:00 pm	✓
Thursday	2.0C	Points	08:00 am	to	08:00 pm	✓
Friday	2.0C	Points	08:00 am	to	08:00 pm	✓
Saturday	5.0C	Points	08:00 am	to	08:00 pm	✓

Select AllClear

\* Job Type

Call

Treat holiday tallies as

Select...

Color

Show Empty Assignments

Allow Multiple Assignments

✓

Tigerconnect Integration

✓

Tigerconnect Roles

Label	Org Token	Tag	Role Name
Sunnyvale Hospital	uPtZZ886cwsjMfRKmAqTQBqZ	Cardiology	Cardio Surgeon

Add a Role

CANCEL

SAVE

SAVE AND NEXT

**Note:** A 24 hour long Job should represent that time exactly (ex: Mon 06:00 am - Tue 06:00 am).

Click **Save and Next** to move to the next screen. Clicking **Save** will finalize your selections and exit Job setup

## Day Types (Only Accessible When Editing a Job)

This section is skipped during Job setup and can only be accessed when going back to Edit a Job. This shows day types that are built into the internal algorithms of the software. Do not change these settings.

Click **Save** to finish editing the Job or **Save and Next** to move onto the next screen.

The screenshot shows the 'Day Types' tab selected in a multi-tabbed interface. The tabs are 'Properties', 'Day Types', 'Required Skills', 'Enabled Provider Types', and 'Assignment Requirements'. The 'Day Types' tab contains a table with seven rows, one for each day of the week. Each row has a text input field and a dropdown menu with an 'x' icon. A 'Reset to defaults' button is in the top right. At the bottom are 'CANCEL', 'SAVE', and 'SAVE AND NEXT' buttons.

Day	Day Type
Sunday	Noxious1
Monday	Noxious2
Tuesday	Regular1
Wednesday	Regular2
Thursday	Regular3
Friday	Weekend1
Saturday	Weekend2

## Required Skills (Optional)

If you opt to set these up, select any applicable options and click **Save** to finish creating the Job or **Save and Next** to move onto the next screen.

The screenshot shows the 'Required Skills' tab selected. The tabs are 'Properties', 'Day Types', 'Required Skills', 'Enabled Provider Types', and 'Assignment Requirements'. The 'Required Skills' tab contains a list of three skills: 'skill4', 'skill2', and 'Default Skill'. Each skill has a green checkmark icon to its right. Below the list are 'Select All' and 'Clear' buttons. At the bottom are 'CANCEL', 'SAVE', and 'SAVE AND NEXT' buttons.

Required Skills
skill4
skill2
Default Skill

## Enabled Provider Types (Optional)

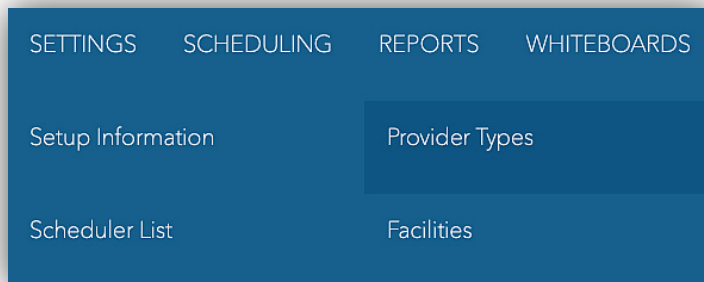
If you are setting up **Enabled Provider Types** with this Job, select the provider type desired.

The screenshot shows a configuration window with tabs: Properties, Day Types, Required Skills, **Enabled Provider Types**, and Assignment Requirements. Under the 'Enabled Provider Types' tab, there is a list of provider types, each with a radio button to its right:

Provider Type	Selection
Physician (MD)	<input type="radio"/>
Physician Assistant (PA)	<input type="radio"/>
Nurse (NUR)	<input type="radio"/>
Nurse Practitioner (NP)	<input type="radio"/>
Resident (RES)	<input type="radio"/>
Intern (INT)	<input type="radio"/>
Student (STU)	<input type="radio"/>
Test Provider MDV (test)	<input type="radio"/>
Cardio (CS123)	<input type="radio"/>

Below the list are two buttons: 'Select All' and 'Clear'. At the bottom right of the window are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND NEXT'.

## Creating Additional Provider Types (Optional)



If you are adding an optional provider type and you do not see the provider type you need, go to:

**Settings > Setup Information > Provider Types**

Scroll toward the bottom of the page and look for the empty field to create a new **Provider Type**. Name this Provider Type, give an Abbreviation, and assign a Priority to finalize.

The screenshot shows a form titled 'Add Provider Type'. It has three input fields with labels above them:

Name	Abbrev	Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom right of the form is a blue button labeled 'Add'.

Click **Add** at the bottom right corner.

## Adding a Resident Job

If you are adding a Resident Job for Resident Scheduling, during Job setup click **Add a Job** at the upper right corner of Resident Jobs section. **Only use the Resident Job section for a Job if your schedule will be linked to a resident schedule.**

After you create a Job in the Resident Jobs section, give it a name, abbreviation and priority. You will see an additional checkbox for ***Link to Rotations***, that when checked, will enable the options of Overnight Float and Overnight Call in Resident Scheduling.

Click **Save** to complete the Resident Job set up. As with a Call Job or Work Job, it is optional to set up the Required Skills and Enabled Provider Types sections. If you skip those sections, you may click on the Linked Rotations tab at the top to edit rotations for this resident.

Add Resident Job > Properties

\* Name

\* Abbreviation

\* Priority

\* Default Job Time

Start Time

End Time

\* Days to Assign

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Select All

Clear

Treat holiday tallies as

Select...

Color

Show Empty Assignments

Link to Rotations ?

Allow Multiple Assignments

Tigerconnect Integration

Tigerconnect Roles

Label	Org Token	Tag	Role Name
Please add at least one tigerconnect role.			

Add a Role

CANCEL

SAVE

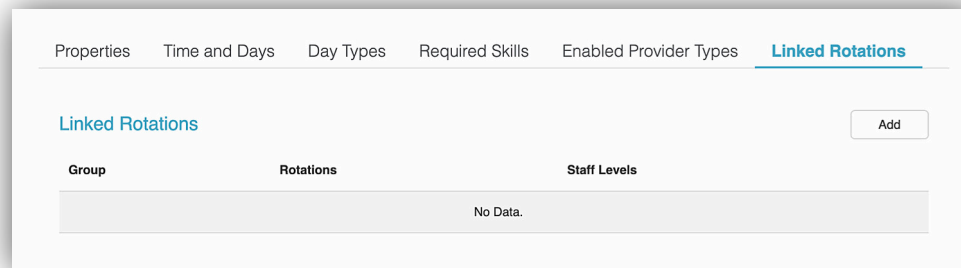
SAVE AND NEXT



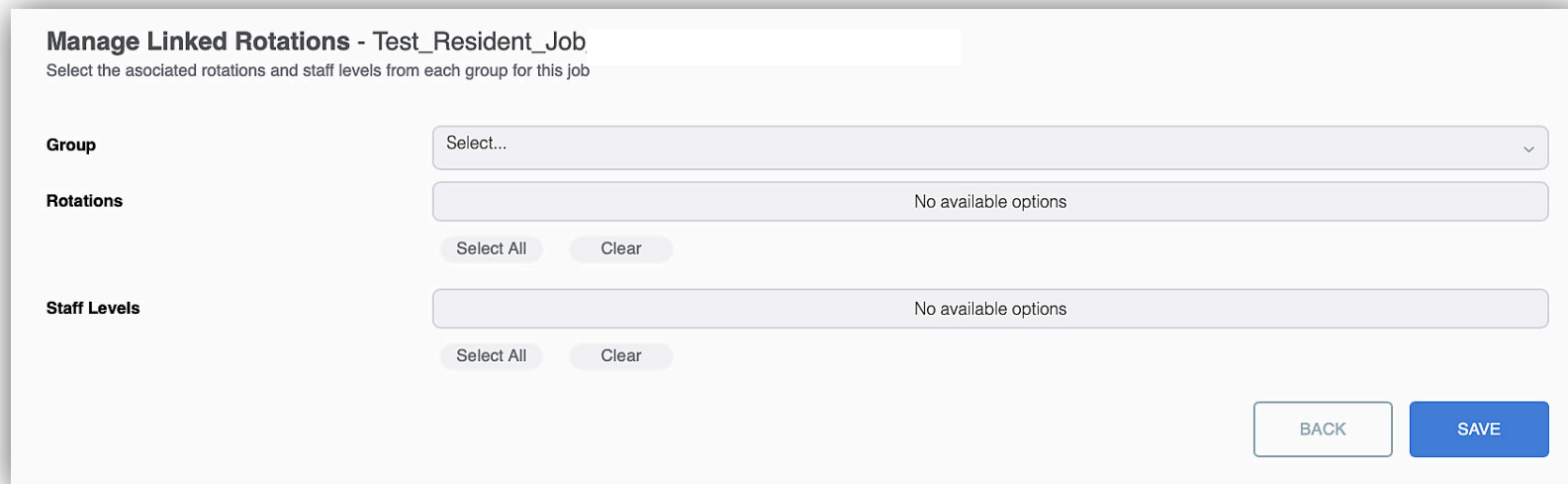
## Linked Rotations (only accessible for Resident Jobs)

Add the Group this Resident Job will be associated with, what rotation in that Resident Schedule it will be linked to, and what staff years are applicable to be assigned to this Resident Job. For more info about **Resident Scheduling**, refer to [this guide](#).

To link this Resident Job to a rotation, click **Add** at the upper right corner of the Linked Rotations section.



The screenshot shows a software interface with a tabbed menu at the top. The tabs are: Properties, Time and Days, Day Types, Required Skills, Enabled Provider Types, and Linked Rotations (which is currently selected and highlighted in blue). Below the tabs, the 'Linked Rotations' section is displayed. It features a blue header 'Linked Rotations' and an 'Add' button in the top right corner. Below this is a table with three columns: 'Group', 'Rotations', and 'Staff Levels'. The table is currently empty, showing 'No Data.' in the center.



The screenshot shows a form titled 'Manage Linked Rotations - Test\_Resident\_Job'. Below the title is a subtitle: 'Select the associated rotations and staff levels from each group for this job'. The form is divided into three sections: 'Group', 'Rotations', and 'Staff Levels'. The 'Group' section has a dropdown menu with 'Select...' and a downward arrow. The 'Rotations' section has a text box with 'No available options' and two buttons: 'Select All' and 'Clear'. The 'Staff Levels' section has a text box with 'No available options' and two buttons: 'Select All' and 'Clear'. At the bottom right of the form are two buttons: 'BACK' and 'SAVE'.

## Editing Jobs

If you made an error when creating a Job or want to review your selections, you can go back to it by clicking on the **Edit** button to the right of the Job.

Call Jobs						Add a Job	
Name	Abbrev	Priority	Start	End	Tigerconnect Roles		
INTERNAL MEDICINE ON CALL DAY	IM.OC.DAY	1	07:00 am	07:00 pm		Edit	Delete
INTERNAL MEDICINE ON CALL NIGHT	IM.OC.NIGHT	5	07:00 pm	07:00 am		Edit	Delete
INTERNAL MEDICINE CLINIC	IM.CLINIC	10	09:00 am	05:00 pm		Edit	Delete

After clicking **Edit**, click on the tabs above to navigate the various setup screens want to change. Click Save to finalize your changes and exit Job setup. Click Save and Next to move to the next setup screen. When editing a Job, all setup screens are accessible.

As a reminder, **do not change any section if the Job is already in use**.

**Note:** If a Job has already been created and is in use, do not edit it any further as it will alter the work history of that Job.

PropertiesDay TypesRequired SkillsEnabled Provider Types

\* NameINTERNAL MEDICINE ON CALL DAY

\* AbbreviationIM OC DAY

\* Priority1

\* Default Job TimeStart Time07:00 amEnd Time07:00 pm

\* Days to Assign

Sunday07:00 amto07:00 pm

Monday07:00 amto07:00 pm

Tuesday07:00 amto07:00 pm

Wednesday07:00 amto07:00 pm

Thursday07:00 amto07:00 pm

Friday07:00 amto07:00 pm

Saturday07:00 amto07:00 pm

Select AllClear

\* Job TypeCall

Color

Show Empty Assignments☒

Allow Multiple Assignments☐

Tigerconnect Integration☐

Tigerconnect Roles

Org TokenTagRole Name

Please add at least one tigerconnect role.

Add a Role

CANCELSAVESAVE AND NEXT

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## About TigerConnect

TigerConnect transforms healthcare with the industry's most widely adopted clinical collaboration platform – uniquely modernizing how doctors, nurses, care teams, patients, and data connect. With solutions spanning care communication, patient engagement, scheduling, alarm notifications, nurse call, and more, TigerConnect accelerates productivity, reduces costs, and improves patient outcomes, safely and securely. Trusted by more than 7,000 healthcare entities for user-friendly yet enterprise-ready solutions, TigerConnect delivers 99.995% verifiable uptime for more than 10 million messages each day.



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